

**Town of Harvard Capital Planning and Investment Committee Minutes
September 5, 2013, Town Hall Meeting Room**

Members present: Debbie Ricci, Marie Sobalvarro, Keith Cheveralls, David Kassel, Alan Fraser, Tim Bragan, Lorraine Leonard

The meeting was called to order at 8:05 a.m.

The minutes August 8, 2013 were approved as amended 5-0.

The committee reviewed and discussed the following:

- Our duties & responsibilities
 - » **Action Item: Lorraine** will have Fred provide us with the list of Town owned assets he maintains for GASB 34
- Options for funding Capital acquisitions by the Town
 - » **Current Yr Goal:** establish policies relative to funding Capital projects (how financed – exclude debt, Capital Fund, etc)
- Definition of Capital, including if we should consider revising limits
 - We agreed to consider in light of this year’s process, this would require a by-law change
 - » **Action Item:** Review definition of Capital during process (esp \$10k) this year
- Our role in reviewing recurring capital and Capital Projects funded by other sources (e.g Community Preservation, Conservation, Ambulance, etc).
 - » **Action Item:** Review DPW recurring capital and how s/b classified & reviewed. **Lorraine** to provide list of items purchased FY09 thru FY14 (YTD) which were \$20k or greater.
 - » **Action Item:** Ask Conservation if they will come and ‘educate us’ on their goals and plans for Conservation purchases.

Committee continued Aug 8 discussion of long term funding for the Capital Plan and meeting with FinCom.

Options are: Override or have built into the FinCom budget.

Consensus was needed to address ASAP so we can have a funding mechanism in place for FY16.

Elected officers:

- Chair: Keith Cheveralls nominated on motion from D Ricci, 2nd by M Sobalvarro. Passed 5/0.
- Vice-Chair: Debbie Ricci nominated on a motion from M Sobalvarro, 2nd by K Cheveralls. Passed 5/0.
- Clerk: David Kassel nominated by D Ricci, 2nd by M Sobalvarro. Passed 5/0

Discussed meeting with FinCom, appears they do not have time on Sept 18. Agreed to try to schedule for 10/2/13.

- » **Action Item: Alan Fraser** to talk to Alice VonLoeske (FinCom) regarding why we want to meet with them and that may impact funds available for FY15 budget.

Liaison Assignments were made as follows:

Keith: Schools, HEAC, HCTV

David: Town Hall Bldg & sewer

Marie: Hildreth Hse bldg, DPW

Alan: Library, Pond,

Debbie: Park & Rec

Public Safety to be Alan or Debbie

Meeting adjourned at 9:58 am. Motion by M Sobavlarro, 2nd by a Fraser. All in favor.

Respectfully submitted,
Deborah Ricci